STANDARD FORM NO. 8:

## Office Memorandum • UNITED STATES GOVERNMENT

	TO : Chi	ef, Transportation	n Division	DATE: 3 Mar	ch 1952
STATINTL	FROM : Chi	.ef,			
	subject: Mon	thly Shop Operati	on - February		
STATINTL	The outlinin	following figure g the operation p paragr	rocedure of th	ed in accordance with your d ne Transportation Division,	raft
	1.	Repair Jobs Labor Parts	\$81;1.25 886.06	38	
	2.	Repair Jobs perf Labor Parts	ormed outside \$64.00 142.80	10	
	3•	Maintenance Work Labor Parts	\$1375.50 28.60	74	
	The above work was performed by three (3) Mechanics.				
		Cars washed Cars lubricated Cars polished Oil changes Tires repaired Steam cleaned Battery Charges Labor	<b>\$1233.65</b>	200 117 48 26 29 2	
		The above work was performed by four (4) Mechanic's Helpers.			
•		There were nine (9) vehicles completed on the rotation plan during the month.			
					STATINTL